

REPORT OF PERSONAL PROPERTY FOR SALE					PAGE 1	OF
1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY)			2. REPORT NO.	3. DATE		
			4. FSC GROUP	5. TOTAL ACQUISITION COST		
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)			7. PROPERTY LOCATED AT			
8. TO General Services Administration			9. LOAD-ING BY GOV'T	a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO		
				b. EXTENT (IF CHECKED "YES")		
			10. PROPERTY IS EXCHANGE/SALE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO	11. PROPERTY IS REIMBURSABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO		
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)			13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)			
			14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER			
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE		BY (SIGNATURE AND TITLE)				
16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)						
ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST	
					PER UNIT (f)	TOTAL (g)
17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED			18. RECEIPT OF REPORT IS HEREBY ACKNOWLEDGED			
SIGNATURE AND TITLE			DATE	SIGNATURE AND TITLE		DATE
FOR GSA INTERNAL USE ONLY						
19. SALE NO.	20. TYPE OF SALE	21. INSPECTION DATES		22. ICD OPENING DATE AND TIME		